



Employment Opportunities

with James City County

101-F Mounts Bay Road
P.O. Box 8784, Williamsburg, Virginia 23187-8784

JOBLINE: (757) 253-6736

Website: www.jccEgov.com

Date Issued: 08/26/05

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Applications must be received by 5:00 p.m. on the closing date.

Analyst, Senior Budget #155-01

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/155_029_01.pdf

Salary: \$42,885 - \$53,606/year, DOQ

Closing Date: Open Until Filled

Seeking individual with strong experience in computerized budgeting systems and database management to administer budget software system, including program modification. The successful candidate will possess budget and analytical skills for development and maintenance of operating budget and various financial studies. Develops forecasting models, analyzes fiscal impact statements and prepares written reports with conclusions and recommendations. Requires a Bachelor's degree in finance, accounting, public administration or related field. Considerable professional experience in local government budgeting preferred.

Assistant, Underground Utilities #201-11

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/200_uu.pdf

Salary: \$21,362 - \$32,043/year, DOQ

Closing Date: Open Until Filled

Full-time position with benefits including paid vacation, sick leave, holidays, health and dental insurance, and retirement. Works as a crew member installing, repairing, and maintaining utility lines, valves, meters, manholes, and water taps for the James City Service Authority's water and wastewater systems. Work is performed both manually and with the use of heavy equipment. This position offers extensive training opportunities and can lead to more advanced positions. Looking for individuals with the ability to perform strenuous physical labor, knowledge of basic construction techniques including excavation, trenching and pipe laying. Preferred that the applicant will also have a class B Commercial Driver's License. Duties are performed outdoors in all weather conditions, and sometimes under disagreeable and hazardous conditions. Required to obtain a valid class A Commercial Driver's License within six months of hire date. Requires a valid VA driver's license and acceptable driving record, post offer physical exam, drug screen, pulmonary function test, and criminal history check. Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices.

Business Tax Auditor #186-01

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/186_021_01.pdf

Salary: \$33,996 - \$42,494/year, DOQ

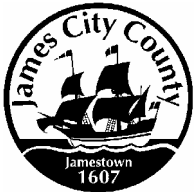
Closing Date: Open Until Filled

The [Commissioner of Revenue](#) is seeking applicants to conduct audits of business tax returns for accounts carried under business license, business tangible personal property, machinery and tools, and excise taxes. The successful candidate will have thorough knowledge of accounting and auditing principles and procedures, and individual and corporate tax returns, and some knowledge of Virginia tax law. Applicants must have the ability to accurately and correctly conduct tax audits; establish and maintain harmonious working relationships with other County departments, local businesses, and other related agencies; and be skilled in Excel and Crystal Reports. Applicants must possess a Bachelor's degree in accounting, business administration, or related field, and three years of experience in accounting, auditing, or preparation of business tax returns; or any equivalent combination of acceptable education and experience. CPA/candidate preferred.

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Grounds Maintenance Assistant #283-01/02

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/282_142_01.pdf

\$18,720 - \$21,167/year or higher DOE

Closing Date: Open Until Filled

James City County is looking for motivated individuals to perform manual labor in the landscaping and maintenance of County grounds and planted areas. ***We offer excellent benefits, including health and dental insurance, retirement, paid vacation, holidays and sick leave.*** Requires knowledge of landscaping and grounds care; ability to perform strenuous physical labor and operate gasoline powered grounds keeping equipment and electric hand tools. Some experience in the operation of grounds keeping equipment and in grounds keeping techniques or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities preferred. Must possess a valid driver's license and have acceptable driving record. A post-offer physical and drug screen is required.

Groundwater Treatment Plant Supervisor #240-01

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2003JobDesc/240_102_01.pdf

Salary: \$33,996 - \$46,744/year, DOQ

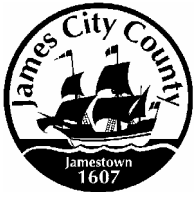
Closing Date: Open Until Filled

Here's an exciting opportunity to be involved in a newly constructed Reverse Osmosis Water Treatment Plant in James City County, Virginia. The successful applicant will serve as our technical expert, which is responsible for overseeing plant operations, including its associated well fields and pump houses. Also responsible for training and supervising assigned staff, while performing administrative work related to plant operations. This position requires comprehensive knowledge of water treatment plant operations, processes and procedures especially relating to reverse osmosis, state and federal regulations pertaining to water treatment, and maintenance programs for equipment and facilities. Additionally, applicants must possess effective administrative and communication skills and the ability to plan and supervise the work of others, a must. **Minimum qualifications:** College level courses in science, chemistry or engineering preferred, or any combination of education and experience equivalent to the above requirements. Must have experience as a Water Treatment Plant Operator, including supervisory experience. A Class II Water Operator's license is preferred. Requires a valid VA driver's license and acceptable driving record, post offer physical exam, drug screen, pulmonary function test, and criminal history check. Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices.

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Mechanic, Wastewater Pumping Stations #207-05/11

Job Description: http://www.jccegov.com/pdf/jobdescpdfs/207_ww.pdf

Salary Range: \$26,948 - \$40,423/year

Closing Date: Open Until Filled

The James City Service Authority (JCSA) is seeking applicants to hire as a wastewater mechanic. We offer excellent benefits, including health and dental insurance, retirement, paid vacation, holidays and sick leave. The applicant is required to have the skills and ability for diagnosing problems and repairing pumps, generators and associated equipment. Experience with pump troubleshooting and rebuilds helpful. Position necessitates skill in mechanical maintenance and repair, basic plumbing and pipefitting. Incumbent is required to perform unsupervised work in the maintenance and repair of facility equipment such as standby generators, sewer pumps, piping, etc. **Minimum qualifications:** Requires experience and technical training in industrial level work, or any equivalent combination of training and experience. The ability to operate powered and machine shop tools and equipment is essential. Duties are performed in all weather conditions and under harsh environments at lift stations, and various field locations. Requires climbing ladders into wet wells and manholes, and working off a man-lift hoist. Must possess the ability to function in an environment that requires the use of respiratory protection devices. Position also requires a valid VA driver's license and acceptable driving record, post offer physical exam, drug screen, pulmonary function test, and criminal history check. Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices.

Senior Office Assistant #603-02

Job Description: http://www.jccegov.com/pdf/jobdescpdfs/2004jobdesc/603_105_02.pdf

Salary: \$18,720/year

Closing Date: 09/02/05

James City County seeks individual to provide responsible administrative work to support the Division of [Code Compliance](#). The successful candidate will be familiar with manual and automated filing and record keeping systems; provide excellent customer service while assisting customers in person and on the telephone in a fast-paced environment; and work Monday - Friday, 6:30 a.m. - 3:30 p.m. Minimum qualifications include a high school diploma or equivalent, and two years of experience in general clerical work including interaction with the public.

Before & After School Recreation Leader #353-99

Job Description: http://www.jccegov.com/pdf/jobdescpdfs/2004jobdesc/353_161.pdf

Part-time, Temporary Positions

\$8.14/hour

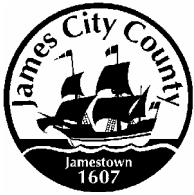
Closing Date: Open Until Filled

Do you like recreational activities such as sports, games, and arts and crafts, and enjoy working with children? If so, the Division of Parks & Recreation is in search of effective leaders to organize and conduct a variety of fun activities for children ages 5-14 in the Before and After School program. The work schedule is Mon-Fri from 7:00a.m. – 9:15a.m. and/or 3:00p.m. – 6:00p.m. Minimum qualifications include a high school diploma or GED, experience working with children preferred. Some college with coursework in recreation, education or a related fields a plus. Post offer criminal history check and drug screen required. Positions are open until filled. For more information, visit our website at www.jccEgov.com or call 757-253-6736.

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Bus Driver #242

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/242_018_01.pdf

Part-time, Limited-term Positions

Hourly Rate: \$10.27

Closing Date: Open Until Filled

Williamsburg Area Transport (WAT) is seeking bus drivers to collect fees and provide bus and route schedule information to passengers. All shifts include Saturday hours, with a variety of weekday and evening shifts available. Position includes partial benefits, such as vacation and sick leave. Uniforms are provided. Must have a Commercial Driver's License and an acceptable driving record. Post-offer physical, criminal history check, and drug test required.

Shifts	A3	A4	B	C	D	E	E2
WEEKLY HOURS	8	8	8hrs/wk year round; 10 hrs/wk in summer	8hrs/wk year round; 11hrs/wk in summer	11	9	9
SCHEDULE	Saturdays: 5:30a.m.- 1:30p.m	Saturdays: 12:30p.m.- 8:30p.m.	Saturdays: 12:30p.m.- 8:30p.m. year round; plus Saturdays 12:30p.m.- 10:30p.m. during summer	Saturdays: 12:30p.m.- 8:30p.m. year round; plus Mon.-Fri. 7:30p.m.- 10:30p.m. during summer	Saturdays: 6:30a.m. - 5:00p.m.	Saturday/Sunday: 7:30a.m. - 4:30p.m.	Saturday/Sunday: 3:30p.m.- 12:30a.m.
# OF POSITIONS	1	1	4	1	1	1	1

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Customer Service Assistant #372-99

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/372_rec.pdf

Part-time Permanent Position; 20, 21 & 25hrs/week

\$9.50/hour

Closing Date: Open Until Filled

The award-winning Division of [Parks & Recreation](#) is seeking applicants who are personable and enjoy working with the public. The successful applicants must be committed to providing outstanding customer service helping patrons at the James River (JRCC) and James City/Williamsburg Community Centers accessing programs and facilities through pass management and class registrations. Applicants should be skilled and tactful in ensuring rules are followed, and must be dependable and available to work mornings, evenings, weekends and holidays at both locations. On-call position also available. Applicants must possess cash handling and data entry skills, and demonstrate strong communication and interpersonal skills. **Minimum qualifications:** High school diploma or equivalent, and some related work experience. Must have or be able to obtain a current CPR certificate. Post-offer criminal history check and drug screen required.

Library Program Services Assistant #844-03

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/844_163A_01.pdf

Part-time, Permanent Position; 24 hours/week

\$14,964/year or more DOQ

Closing Date: Open Until Filled

Varied schedule includes days, nights and weekends and is eligible for partial benefits including paid holidays, vacation and sick leave. Duties include providing technical and meeting room assistance for people using Williamsburg Library and James City County Library facilities and equipment; staffing a public service desk; cleaning and setting up theater and meeting rooms, including moving furniture, equipment, etc.; maintaining desktop computer database for room scheduling; and operating theatrical lighting and sound equipment. Also assists with set-up, operation, minor repair and preventive maintenance of A-V materials and equipment. Position includes heavy lifting and strenuous physical activities. High school diploma or equivalent required; with basic computer skills, A-V and theatrical equipment experience preferred. Must be committed to working with the public.

Lifeguards #362-50

Job Descriptions: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/361_155_01.pdf

Part-time Permanent & Temporary Positions

Hourly Rate: \$8.14 - \$10.18, DOQ

Closing Date: Open Until Filled

James City County Parks and Recreation has several temporary positions as well as two 23 hour per week permanent positions available with flexible hours. Opportunity to work at both indoor and outdoor facilities. Experience related to safety and pool chemistry, current certifications for American Red Cross Lifeguarding, First Aid and CPR required. Previous experience as a Lifeguard, Pool Operators License holders, certified First Responders, Emergency Medical Technicians, or Aquatic Facility Operators is a plus. Post-offer criminal history check and drug test required.

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Park Attendant I #350-99

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/351_rec.pdf

Part-time, Temporary Position

\$9.50/hour; 20-40 hours/week

Closing Date: Open Until Filled

Assist and monitor park users at Chickahominy Riverfront Park. Work hours include mornings, evenings and weekends. Duties include enforcing park ordinances, cleaning restrooms, trash pick-up, and minor repairs to maintain the overall cleanliness and safety of the parks. Additional duties will include answering the phone, responding to questions related to park operations, collecting fees and accepting reservations for facilities. Previous experience working with the public and cash handling experience is helpful. Requires a Virginia Driver's license, post-offer drug screen and criminal history check.

Recreation Leader II #357-99

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/2004jobdesc/357_161_01.pdf

Part-time Temporary Positions; 25-40 hours/week

Hourly Rate: \$9.50

Closing Date: Open Until Filled

James City County Parks & Recreation is seeking a lead worker to assist in providing site leadership for the Before & After School and summer camp programs. Duties include acting as site supervisor in the absence of the Senior Recreation Leader, planning daily program schedules, and organizing and leading a variety of recreational activities. Ability to establish and maintain effective working relationships with staff, children, parents, and co-workers necessary. Work hours are between 7:00 a.m. and 6:00 p.m. Monday-Friday and include occasional weekends. Applicants must be able to open and close facility and prepare the site for daily activities. Position requires considerable knowledge of child growth/development and experience working with children in a recreational, educational, or state licensed day care program setting. **Minimum qualifications:** Post offer criminal history, sex offender, and Child Protective Services registry checks conducted. Requires a valid Virginia driver's license, drug screen, and tuberculosis test.

Recreation Specialist: Sports & Athletics #381-01

Job Description: http://www.jccgov.com/pdf/jobdescpdfs/381_rec.pdf

Part-time Permanent Position; 25 hours/week

Salary: \$16,848/year, or higher DOQ (\$12.96/hour)

Closing Date: Open Until Filled

Parks & Recreation is seeking an enthusiastic, qualified individual who will be responsible for community sports and athletic programs. Duties include program development and implementation, assessment and evaluation services, recruitment and supervision of staff and budget management. Bachelor's Degree in recreation, leisure services or related field preferred. Requires a valid VA driver's license with acceptable driving record. Post-offer drug screen and criminal history check also required.

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Therapeutic Recreation Aide #087-99

Job Description: http://www.jccegov.com/pdf/jobdescpdfs/2004jobdesc/087_161_01.pdf

Part-time Temporary Positions

Hourly Rate: \$9.00 - \$10.50, DOQ

Closing Date: Open Until Filled

James City County's Division of Parks and Recreation is seeking individuals to assist in supervising, organizing and planning programs for the inclusion of persons with disabilities. Successful candidates will have knowledge of disabling conditions, be able to communicate effectively and work collaboratively with teachers and parents of those with disabilities, convey a positive attitude towards others and have the ability to solve problems creatively. Classes and program schedules vary Mon – Fri between 7:00 a.m. – 6:00 p.m. Applicants must have experience working with individuals with disabilities and be able to lift up to 50 pounds and carry it up to 50 feet. CPR and first-aid training must be successfully completed within 6 months of hire. Post-offer criminal history check and drug screen required.

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